

## **Section 7.3    FUNCTIONS MENU**

### **Data Collection Inquiry**

### **Activity Tab**

Purpose	This section provides the procedures for <b>Timekeepers</b> and <b>Employees</b> to inquire on time that was entered by activity by using the <b>Activity</b> tab window.
Tab	Activity
Reminders	<ol style="list-style-type: none"><li>1. The Activity tab is accessed through the <u>F</u>unctions, <u>D</u>ata <u>C</u>ollection <u>I</u>nquiry items on the menu bar.</li><li>2. The Activity tab consists of the following bottom tabs:<ul style="list-style-type: none"><li>■ Summary - This tab is automatically activated when the Activity tab is clicked.</li><li>■ Detail - This tab allows a user to view time or other unit of measure entered by coding block for a specific activity.</li><li>■ Comments - This tab allows a user to view comments reported by the employee for activity entry and other applicable data.</li></ul></li></ol>

**Activity Tab (Summary Bottom Tab)**

The following window is displayed when the Activity tab is selected. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. Below the menu bar is a sub-window titled "Data Collection Inquiry" with a tabbed interface. The "Activity" tab is selected, showing a summary for employee "Doan, Elroy K" with ID "590-10-2244", effective date "02/17/1991", and planned end date "9/6/97". The summary table lists activities for the month of August, with columns for days 24 through 30 and a "PP Total" column. Activities listed include "TREE" and "SALT". The "Totals" row shows a total of 18.00. At the bottom, there are tabs for "Summary", "Detail", and "Comments", and a "Close" button.

Activity Summary									
Month:	Sum	24	25	26	27	28	29	30	PP Total
Activity	Total	S	M	T	W	Th	F	S	
TREE					2.00	2.00	2.00		6.00
SALT			4.00	4.00	4.00				12.00
<b>Totals:</b>	0.00	0.00	4.00	4.00	6.00	2.00	2.00		18.00

**Activity Tab (Summary Bottom Tab)**

The following information is displayed:

<b>Field Name</b>	<b>Description</b>
Month	Displays the month and day of the selected pay period.
Activity Code	Identifier for the activity reported by the employee on the Activity Entry window.
Sum Total	Total hours reported for a particular activity per pay period.
Hours by day	Total hours by activity for each day of the week reported by the employee.  <b>Note:</b> Activity may not be hours worked. It can be reported in counts, hours, miles, etc.
PP Total	Sum of total hours reported for a particular pay period.
Totals	Total for each day of the pay period (if time was reported on a daily basis) and a total for each week of the pay period.

**Activity Tab (Detail Bottom Tab)**

Click on the Detail bottom tab to display the Activity Detail Display window. This window displays detail activity information reported by the employee. The fields displayed are described on the following page.

The screenshot shows the DCDS Data Collection Inquiry window. The title bar is blue with the text "DCDS". Below the title bar is a menu bar with the following items: File, Edit, Options, Functions, Params, Reports, Window, Help. Below the menu bar is a tab bar with the following tabs: Selection, Time, Activity, Equipment, Inventory, Leave Req, Emp Info, History. The "Activity" tab is selected. Below the tab bar is a header area with the following text: Doan, Elroy K, 590-10-2244, Eff Dt: 02/17/1991, PP EndDt: 9/6/97, Ver: 0. Below the header area is a table titled "Activity Detail Display". The table has the following columns: Date, Activity Code, Amount, AY, Index Code, PCA, Grant, Ph, AG1, Project, Ph, AG2, AG3, Multi. The table contains the following data:

Date	Activity Code	Amount	AY	Index Code	PCA	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi
08/25/1997	SALT	4.0											
<b>Total:</b>		4.00											
08/26/1997	SALT	4.0											
<b>Total:</b>		4.00											
08/27/1997	SALT	4.0											
08/27/1997	TREE	2.0											
<b>Total:</b>		6.00											
08/28/1997	TREE	2.0											
<b>Total:</b>		2.00											

Below the table is a footer area with the following tabs: Summary, Detail, Comments. The "Detail" tab is selected. Below the tabs are four buttons: <=, <, >, and =>. To the right of these buttons is a button labeled "Close". The status bar at the bottom of the window displays the text "Ready".

**Detail Bottom Tab**

The following information is displayed:

<b>Field Name</b>	<b>Description</b>
Date	The day of the pay period.
Activity Code	The identifier for the activity reported by the employee on the Activity Entry window.
Amount	The number of hours by activity for each day of the week reported by the employee.
Coding Block Elements	The coding block charged for a particular activity.
Total	The daily total of hours reported for an activity.

## Activity Tab (Comments Bottom Tab)

Click on the Comments bottom tab to display the Comments window. This window displays comments reported by the employee for activity entry. The fields displayed are described on the following page.

The screenshot shows a Windows-style application window titled "DCDS 32". The menu bar includes "File", "Edit", "Options", "Functions", "Params", "Reports", "Window", and "Help". The main window has a tabbed interface with tabs for "Selection", "Time", "Activity", "Equipment", "Inventory", "Leave Req", "Emp Info", and "History". The "Activity" tab is selected, displaying information for "Ewald, Daria" with ID "590-10-2218", effective date "03/10/1986", and end date "8/7/99". Below this, the "Comments" section is active, showing a table with columns: "Activity", "Day", "Location", "Sub Location", "Recipient Of Activity", and "Equipment Number". The table also includes "Work Req #" and "Commodity Id" under "Activity", and "Quantity" and "Comments" under "Recipient Of Activity". The bottom of the window has tabs for "Summary", "Details", and "Comments", with "Comments" selected. Navigation buttons "<=", "<", ">=", and ">" are present, along with a "Close" button. The status bar at the bottom indicates "Ready".

Activity	Day	Location	Sub Location	Recipient Of Activity	Equipment Number
Work Req #			Commodity Id	Quantity	Comments

**Activity Tab (Comments Bottom Tab)**

The following information is displayed:

<b>Field Name</b>	<b>Description</b>
Activity	The identifier for the activity reported by the employee on the Activity Entry window.
Day	The day of the pay period.
Location	Indicates the location where an action is being performed.
Sub Location	Indicates, at a lower level than location, the sub-location where an action is being performed.
Recipient of Activity	Indicates who or what received action being recorded as an activity.
Equipment Number	The equipment number reported for the activity.
Work Request #	The work request number assigned.
Commodity ID	The Commodity ID associated with the activity being reported.
Quantity	The amount reported for each activity from the Activity Entry window.
Comments	The comments reported by the employee.